

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:  
**RECEIVED**  
**SECRETARY OF THE SENATE**  
**PUBLIC RECORDS**

**2017 OCT 24 PM 3:46**

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building**.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), **AND**  
☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): National Democratic Institute for International Affairs

Travel date(s): Oct 7 - 12, 2017

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	2530.29	400	226.14	100
<input checked="" type="checkbox"/> Actual Amount				

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): local election observation team, Margibi area election commission, multiple voting sites, counting site, and larger NDI delegation post election debrief and statement meeting

10/24/17  
(Date)

Chris Homan  
(Printed name of traveler)

C. Homan  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

\_\_\_\_\_  
(Date)

Duck Duck  
(Signature of Supervising Senator/Officer)

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): National Democratic Institute
2. Description of the trip: International observation mission to Liberia's October 2017 presidential and legislative elections
3. Dates of travel: October 7, 2017 - October 12, 2017
4. Place of travel: Depart Washington, DC to Monrovia, Liberia and return to Washington, DC
5. Name and title of Senate invitees: Chris Homan
6. I *certify* that the trip fits one of the following categories:
  - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
  - OR -
  - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
  - AND -
  - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
  - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
  - AND -
  - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

NDI is facilitating an independent international election observation mission for the 2017 Liberia elections.

NDI is organizing pursuant to its cooperative agreement with USAID, which is providing funds for the mission and the Senate staff. All NDI staff will be paid by US government funds.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

NDI's mission is to support and strengthen democratic institutions worldwide through citizen participation, openness and accountability in government. The international observation mission would provide an independent and nonpartisan analysis of the conduct of the election.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

NDI has conducted several congressional trips for international observation. An illustrative list of these trips can be found in the addendum. NDI also facilitates meetings and briefings for congressional delegations through the House Democratic Partnership.



15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

NDI conducts training for civil society organizations, political parties, government representatives, and other democratic institutions to improve government accountability, citizen engagement, and policy responsiveness to citizen needs

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input type="checkbox"/> Good Faith estimate <input checked="" type="checkbox"/> Actual Amounts	\$2530.29	\$400.00	\$226.14	\$100.00 (good faith estimate of misc. supplies and materials, such as briefing materials, flashlight, deployment supplies)

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip is arranged without regard to congressional participation.

18. Reason for selecting the location of the event or trip

The purpose of this trip is to observe Liberia's October 2017 elections

19. Name and location of hotel or other lodging facility:

See addendum.

20. Reason(s) for selecting hotel or other lodging facility:

See addendum.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

NDI does not provide lodging or meals that exceed the maximum per diem rate for Federal Government travel. All hotels and meals are within or below the daily rate.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Participant will be provided with economy class airfare.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None.

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor):

Signature of Travel Sponsor: 

Name and Title: Ken Wollack, President

Name of Organization: National Democratic Institute

Address: 455 Massachusetts Ave. NW. Suite 800, Washington, DC 20001

Telephone Number: 202-728-5500

Fax Number: 888 857 2887

E-mail Address: ken@ndi.org

**U.S. Senate Committee on Ethics**  
**PRIMARY TRIP SPONSOR Certification FORM - ADDENDUM**

16. Lodging Expense Calculation:

\$200 (1 night in Monrovia) + \$100 (Half Day/Late Checkout in Monrovia) + \$100 (2 nights in Margibi) = \$400

19/20. For Chris Homan:

*When in Monrovia for 1 night:*

Hotel Name: Royal Grand Hotel

City: Monrovia

Cost per Night: \$200

Half Day/Late Checkout: \$100

Reason(s) for selecting: Most secure hotel in Monrovia. Multiple on-site restaurants to reduce travel in Monrovia during election period in which insecurity is possible.

For Chris Homan

*When in Margibi for 2 nights:*

Hotel Name: Kakata Kountry Klub

City: Kakata

Cost per Night: \$50

Reason(s) for selecting: Most secure hotel in Kakata, recommended by NDI long-term observers, and proximity to polling stations

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## NDI INTERNATIONAL OBSERVATION MISSION TO LIBERIA'S 2017 ELECTIONS

<b>Time</b>	<b>Location</b>	<b>Event</b>
<b>Saturday, October 7, 2017</b>		
5:40 pm	Dulles International Airport	Chris Homan departs Washington, DC for Monrovia, Liberia
<b>Sunday, October 8, 2017</b>		
7:15pm	Roberts International Airport	Chris arrives in Monrovia and met at airport by NDI staff
9:00 pm	Royal Grand Hotel	Check-in at hotel, Chris receives briefing materials
9:30 pm	Royal Grand Hotel	Meeting/discussion with NDI staff to review observation methodology, meet with Monrovia Coordination Center staff, and answers any final questions
<b>Monday October 9, 2017</b>		
5:00 am		Travel to Margibi County
7:00 am	Kakata Country Club Hotel	Check-in at hotel in Kakata, Margibi County
7:30 am – 8:30 am	Kakata Country Club Hotel	Meet with STO partner, assistant, and driver to discuss plans for the day, including background for meetings and identifying potential questions
8:30 am – 9:00 am	Kakata Country Club Hotel	Check-in with Monrovia Coordination Center
9:00am – 9:30am		Depart for meetings
9:30am – 10:30am		Meeting with Elections Coordinating Committee County Coordinator to discuss observation team, findings from pre-election, and plans for election day observation
10:30am – 11:00am		Transit
11:00am – 12:00pm		Meeting with Liberia Election Observers Network County Coordinator to discuss observation team, findings from pre-election, and plans for election day observation
12:00pm – 12:30pm		Transit
12:30pm - 1:30pm	Kakata Country Club Hotel	Working Lunch: Debrief on morning meetings, identify additional information needed, determine questions for afternoon meeting
1:30pm - 2:00pm		Transit
2:00pm - 3:30pm	Magistrate's Office	Meeting with National Elections Commission Magistrate to discuss plans for election day and any outstanding issues.
3:30pm - 4:00pm		Return to hotel
4:30pm - 5:00 pm	Kakata Country Club Hotel	Check-in with Monrovia Coordination Center

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Name of Traveler: Chris Homan

Employing Office/Committee: \_\_\_\_\_ Senator Richard Durbin .

Private Sponsor(s) (list all): National Democratic Institute for International Affairs

Travel date(s): October 7-12, 2017

Destination(s): Monrovia, Liberia

The purpose of this trip is help monitor Liberia's national election (as part of an international election observation team), which falls under my portfolio as Senator Durbin's Senior Foreign Policy and National Security Advisor.


Name of accompanying family member (if any): none

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

Sept 5, 2017  
(Date)

ete and correct to the best of my knowledge:



(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Richard Durbin hereby authorize Chris Homan  
*(Print Senator's/Officer's Name)* *(Print Traveler's Name)*

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

Sept 5, 2017  
(Date)

Dick Durbin  
(Signature of Supervising Senator/Officer)



This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

1. Sponsor(s) of the trip (please list all sponsors): National Democratic Institute

2. Description of the trip: International observation mission to the Liberia's October 2017 elections

3. Dates of travel: October 3 - October 12

4. Place of travel: Liberia

5. Name and title of Senate invitees: Please see addendum for full list of invitees

☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

-OR-

☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).

7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

- AND -

☐ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.

☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.

- AND -

Private Sponsor Certification - Page 1 of 4

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

NDI conducts training for civil society organizations, political parties, government representatives, and other democratic institutions to improve government accountability, citizen engagement, and policy responsiveness to citizen needs.

**16. Total Expenses for Each Participant:**

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="checked" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$1980 (flight and airport taxi)	\$1010	\$510	\$181 (visa)

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

**This trip is arranged without regard to congressional participation.**

18. Reason for selecting the location of the event or trip

The purpose of the trip is to observe the Liberia 2017 election.

19. Name and location of hotel or other lodging facility:

**See addendum**

20. Reason(s) for selecting hotel or other lodging facility:

**See addendum**



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United States Senate

## SELECT COMMITTEE ON ETHICS

September 25, 2017

Chris Homan  
Office of Senator Richard J. Durbin  
United States Senate  
Washington, DC 20510

Dear Mr. Homan:

This responds to your recent correspondence concerning an invitation you received to travel with an international delegation to observe the election process in Monrovia, Liberia on October 7-12, 2017, sponsored by National Democratic Institute for International Affairs (NDI), using funds provided to them by the U.S. Agency for International Development under a cooperative agreement. NDI certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*<sup>1</sup> related to the travel and that it is neither a lobbyist, nor lobbying firm, nor agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. NDI has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist will accompany you at *any point throughout your trip*.<sup>2</sup>

Based on information and materials available to the Committee, and assuming the **actual** travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, NDI is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel*

<sup>1</sup> The term “necessary expenses” has a specific definition. See *Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

<sup>2</sup> The term “any point throughout your trip” has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2.

[illegible]

*Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel.**

The Committee has determined that § 501(c)(3) non-profit organizations that are classified as private foundations, as opposed to public charities, may not pay for transportation from the United States to a foreign country.<sup>3</sup> However, NDI represented to the Committee that it is a § 501(c)(3) public charity, as opposed to a private foundation, pursuant to the Internal Revenue Code.<sup>4</sup>

Please be advised that the United States Constitution prohibits the acceptance of any gift, including a meal, from a foreign government without the consent of Congress. In the Foreign Gifts and Decorations Act (FGDA), Congress consented to the acceptance by federal government officials of: (1) gifts of minimal value and (2) travel or the expenses for travel taking place entirely outside the United States, from a foreign government (which includes those acting as a representative or agent of a foreign government).<sup>5</sup> The Senate has defined minimal value as \$100 or less. Further, pursuant to FGDA, there are certain reporting and procedural requirements that are imposed upon Members, officers, and employees who accept gifts from a foreign government. Please review the Committee's "Dear Colleague" letter of January 9, 2015 setting forth the items to be included in filing that report.

Finally, Senate Rule 34 requires a reporting individual,<sup>6</sup> on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,

Deborah Lee Mayzer

Deborah Sue Mayer  
Chief Counsel and Staff Director

Enclosure: Travel Checklist

<sup>3</sup> See 26 U.S.C. § 4941 et seq. Section 501(c)(3) of the Internal Revenue Code broadly defines non-profit, charitable, tax-exempt organizations. These § 501(c)(3) organizations are then further defined or designated as “public charities” and “private foundations.”

<sup>4</sup> 26 U.S.C. § 501(c)(3).

<sup>5</sup> 5 U.S.C. § 7342.

<sup>6</sup> A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$124,406 for CY 2017) or is a political fund designee and is required to file Financial Disclosure Reports.

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Prior to Traveling: Receive a Letter of Approval from the Committee

- ☐ Obtain a letter from the Committee. You may only accept the trip after receiving a letter from the Committee specifically authorizing your participation in the privately-sponsored travel.

Post-Travel Disclosure

Within 30 Days of Conclusion of Privately-Sponsored Travel: Submit Completed Post-Travel Disclosure Package

*File with the Office of Public Records in SH-232*

- ☒ Ensure submission of Post-Travel Disclosure Package is timely.
  - ☐ Post-Travel Disclosure Packages must be submitted to the Office of Public Records within 30 days of completion of Privately-Sponsored Travel. Trip extensions for any purpose do not extend this deadline.
- ☒ Complete Employee Post-Travel Disclosure of Expenses Form (Form RE-2)
  - ☐ Ensure this form is typed and that all of the fields are completed.
  - ☐ Ensure your supervising Senator or Officer has signed the form after determining the actual trip expenses were necessary under Senate Rules and the Committee's Privately-Sponsored Travel Guidelines.
  - ☐ Personally sign this form.
- ☒ Ensure Post-Travel Disclosure Package is complete. A complete Package includes:
  - ☒ Form RE-1
  - ☒ Form RE-2
  - ☐ Private sponsor invitation (the formal invitation, letter or e-mail you received from the private sponsor).
  - ☒ Completed and signed Private Sponsor Travel Certification Form (verify with the private sponsor that you have the correct and final version of the form).
  - ☒ All attachments to the Private Sponsor Travel Certification Form
    - ☐ Complete and final itinerary
    - ☐ List of Senate invitees
    - ☐ Any other necessary attachments

Please contact the Committee if you have any questions.

Phone: (202)-224-2981

Fax: (202)-224-7416